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DIARY NOTES

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DD/S

27 July 1961

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1. Emmett Echols telephoned to say that he had reviewed [REDACTED]'s file and thought that he would be excellent as Chief of the Benefits and Services Division. I spoke to Kirk who said that Hank could be released immediately. (On Friday, 28 July, Hank talked to Emmett and then buzzed me to say that he would like very much to have this job. I told him that I would like to see him for five minutes sometime on Monday, 31 July.)

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2. [REDACTED] were up to brief me on some tests which ARPA is running which will aid in the detection of missiles, etc. It seems that our overseas communications stations are ideally situated to participate in this test program. It will take about ten people which [REDACTED] believes he can supply by the time the tests will start, i.e., January or February, 1962. Due to the importance of the over-all project and the very small contribution which we would make in terms of the over-all Community effort I told him to go ahead and co-operate with ARPA.

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3. I reviewed with Emmett Echols his last version of the "Categories of Personnel" Regulation. I asked him to discuss it once again with Larry Houston and then to go ahead and have it coordinated. (This is the Regulation which the Director had admonished us to get on the books without delay.)

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4. I had a general discussion with Emmett Echols, [REDACTED] about the Regulations for the Office of Personnel. I think that they are at last starting on the right track and that we can look forward to some results in this area in the not too distant future. [REDACTED] sat in on this meeting and will continue to bird-dog this project.

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5. I also talked to Emmett about the President's instruction on "Employee Conduct" and how it should be handled. It so happened that the Office of Personnel was in the process of developing a handbook when we received the President's instruction. I approved of Emmett's pursuing the problem in this way, but I also asked him to check with Larry Houston inasmuch as he has done some work on this problem.

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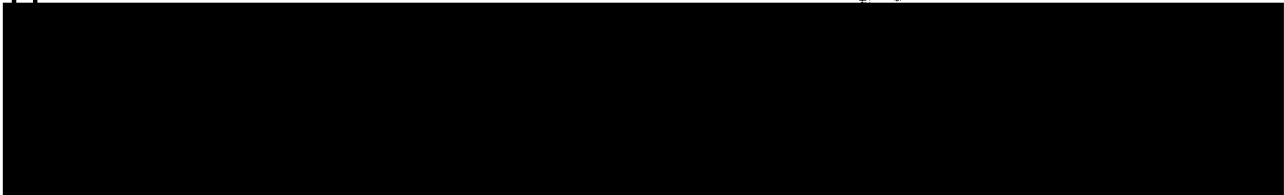
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██████████ was up to talk to me generally about his annual leave and his absence to attend the Advanced Management Program. I agreed with him that it would be inappropriate for ██████████ to chair the Administration Career Board during his absence. Probably I will ask Gates to do this. I don't think that there will be many meetings and V ██████████ and I can be of assistance. We also agreed that there was no necessity for Pat to take part in the GEHA Board. Vernon told me that Dick Bissell had decided he would not have any substitutions for his weekly staff meetings and that there might be some problem in Pat's attending. I told him that I hoped he would be able to overcome this inasmuch as it would be important for the Special Support Assistant to attend these in such a prolonged absence.

LKW:mam

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